

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Tuesday, April 1, 2010**

**Mansfield Downtown Partnership Office  
1244 Storrs Road**

**4:00 PM**

**Minutes**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Matthew Hart, Philip Lodewick, Frank McNabb, Betsy Paterson, Christopher Paulhus, Steve Rogers, Kristin Schwab, Bill Simpson, and David Woods

Staff: Cynthia van Zelm

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:08 pm.

**2. Opportunity for Public to Comment**

Mike Petro with Erland Construction introduced himself. Mr. Petro said he is the past chair of the economic development commission in Shelton. Mr. Petro said he has worked with LeylandAlliance on evaluating pre-construction material. Mr. Petro commended the Partnership for its work.

**3. Approval of Minutes**

Harry Birkenruth made a motion to approve the March 4, 2010 Board minutes. Dean David Woods seconded the motion. The motion was approved unanimously.

**4. Director's Report**

Cynthia van Zelm said the monthly open house is tonight at 6 pm after the Board meeting.

Ms. van Zelm said a public update of Storrs Center is tentatively scheduled for Wednesday, April 28 at 7 pm in the Town Council chambers. She encouraged all Board members to attend.

Ms. van Zelm said the Town Budget Meeting is May 11 at 7 pm in the Mansfield Middle School. She noted that there are several Partnership and Storrs Center budget items in the proposed budget and passed out excerpts from the budget. Betsy Paterson commended Town Manager Matt Hart on the budget preparation as well as the excellent, dedicated, professional staff at the Town. She encouraged

the Board to support the budget. Chris Paulhus agreed that it was a good budget proposal. The Board spent some time discussing the budget, particularly the fact that some of the capital projects are multi-year projects.

Ms. van Zelm said the Vanilla Bean/Dog Lane survey is being pre-tested and should go live by the end of the week. She said the owners of the Vanilla Bean had requested assistance with determining what people would like in the new restaurant.

She asked for recommendations for the AJ Pappanikou Volunteer of the Year award.

Ms. van Zelm also asked for Board representatives to staff a Board table at UConn's Alumni Weekend.

She noted that the May Board meeting will be held at Windham Hospital as they would like to give us a tour of the new facilities at the Hospital. Ms. Paterson suggested that a note be put on the door to remind people that where the meeting will be held.

Steve Bacon reported that he and Ms. van Zelm had met with four undergraduate students who are interested in the student Board position. He said the students are multi-faceted with different skills. Mr. Bacon said he and Ms. van Zelm would be calling references and make a recommendation to the Nominating Committee at its meeting on May 6 before the Board meeting. Dean Woods noted that he sent information out to the UConn leadership legacy program about the Board position and said there were many great students through this program.

## **5. Storrs Center Action Items**

Mr. Lodewick said that LeylandAlliance and a potential equity investor asked some firms to respond to a request to provide further schematic design on Phases 1A and 1B. BL Companies was chosen and they are moving forward with completing this design. Mr. Lodewick said the specific timeline will flow out of this analysis being completed. The goal is to get this done quickly so financing decisions can be made soon. Kristin Schwab asked if rental price points would be part of the review and Mr. Lodewick replied in the affirmative.

## **6. Four Corners Sewer and Water Study Advisory Committee**

Ms. van Zelm said that \$330,000 is included in the Town Manager's proposed budget for design of the proposed water and sewer systems to serve Four Corners. He said the Committee expressed interest in reviewing its draft design guidelines with the Planning and Design Committee at a future Planning and Design Committee meeting.

## **7. Report from Committees**

### **Advertising and Promotion**

Dean Woods reported that Winter Fun Day was a success. He said the spring newsletter will go out on April 6 in the Chronicle and on April 8 in its shopper. Dean Woods said the Annual Report is also in the works.

Dean Woods said the Committee is also planning an arts and crafts show in spring 2011. He invited Partnership staff to see the School of Fine Arts student art show on April 8<sup>th</sup> for ideas.

### Festival on the Green

Ms. van Zelm passed out the Festival Save the Date flyer. She said the Committee next meets Monday.

### Finance and Administration

In Tom Callahan's absence, Ms. van Zelm said the Committee was working with Leyland on developing a milestone timeline for Phase 1.

### Membership Development

Frank McNabb said the Partnership has received 319 new and renewed memberships thus far for a total of approximately \$17,700.

Mr. McNabb reiterated that the Partnership will have a presence at UConn's Alumni Weekend in June. Information about Storrs Center will be included in the packets of information and the Partnership will staff a table at the weekend. Mr. McNabb suggested to Mr. Lodewick that Leyland have as much information on housing possibilities/sign-up sheet for information at Alumni Weekend as possible.

Mr. Callahan arrived.

Mr. McNabb said that 50 letters had been sent out to local businesses thus far soliciting membership and updating them about Storrs Center. He said there are approximately 400 businesses on the Partnership business list and letters are being sent out 25 at a time.

Mr. McNabb said that Committee members had a Partnership table at the UConn Off-Campus Housing Fair. He said more outreach needs to be done to students. He noted that many international students were interested in the Storrs Center housing.

Mr. McNabb noted that membership letters had also gone out to people who had not renewed yet.

### Planning and Design

Steve Bacon reported that the Committee will meet on April 20 for an update from representatives from the Mansfield Advocates for Children and the Mansfield

Director of Public Works Lon Hultgren on the status of Storrs Road and the parking garage/intermodal center.

**8. Adjourn**

Ms. Schwab made a motion to adjourn the meeting. Mr. Bacon seconded the motion. The motion was approved unanimously and the meeting adjourned at 5:02 pm.

*Minutes taken by Cynthia van Zelm.*